



Family Worker and Leadership team member

Job Description, Person Specification and
Contract



JOB DESCRIPTION

We invite you to join the team at West Street Christian Fellowship, Crewe. This position is for a Family Worker with a place on the Leadership team.

Main Duties

Oversight of Children's and Youth Work	Provide general oversight to all our children's and youth activities – including line managing staff working in this area
Develop Children's work	Lead the children's work on a Sunday. Develop opportunities within the community for children to access the gospel
Church Leader	Work with the senior leader and others on the leadership team to provide strategic and spiritual leadership for the church

Tasks and Responsibilities

Function	Details
Oversight of Children's and Youth Work	<ul style="list-style-type: none">• Think, pray into and develop the strategic direction of how children and young people are disciplined, both those who are currently part of the church family and those who are not• Encourage and motivate those involved in working with children and young people• Line manage those involved in working with children and young people – specifically the 5 Minus Manager, Leaders and Volunteer youth workers - and help them develop their vision for the future• Work with Children and youth leaders from other churches in the area



Function	Details
Develop Children's work	<ul style="list-style-type: none">• Help to develop, plan and lead the children's work on a Sunday.• According to current development plan, create opportunities for contact with children/youth/families from the local community to engage with the gospel.• Continue and develop existing ministries with an emphasis on young families *The Ark, Super Sunday see appendix 1
Church Leader	<ul style="list-style-type: none">• Work with the senior leader and the rest of the leadership team to provide spiritual leadership and strategic direction to the church in line with the church focus and values• Work well with the trustees and administrator of the church to help enable delivery of our vision• Encourage those in the church to develop and use their giftings to build up the fellowship• Be involved in leading services and other church meetings• Demonstrate what it means to live as a fully committed follower of Jesus• Develop and lead new ways of gathering together and building missional communities
Other	<ul style="list-style-type: none">• Additional tasks to be agreed in consultation with line manager



Person Specification

Personal Qualities

- Someone who has a heart for children and young people with a desire to see them come to know and follow Jesus
- Committed to personal growth and development
- Be resilient, reliable, punctual and trustworthy
- Creative and able to introduce new ideas

Spiritual Qualities

- A committed follower of Jesus Christ – a disciple-making disciple!
- A desire to be continually filled with the Spirit and to work in his strength
- A commitment to developing personal and corporate prayer life
- Able to commit to WSCF statement of faith, focus and values (outlined in information pack)
- Able to demonstrate a sound understanding of theology and biblical knowledge
- Able to demonstrate a passion for our town and community – particularly the vulnerable and disadvantaged

Interpersonal Skills

- Able to engage and communicate well with children, young people and their parents
- Able to work on their own, as part of a team and to lead teams
- Able to encourage others to work as part of a team
- Able to communicate well both face to face and administratively

Qualifications and Experience

- Experience of working with children and young people
- Training in Safeguarding
- A satisfactory DBS check at enhanced level that confirms suitability to work with children and young people.
- Experience of working in and managing teams

Other Requirements

- Prepared to commit to membership at WSCF
- Has the right to live and work in the UK



Contract

This statement, together with the Employee Handbook, forms part of your Contract of Employment and sets out particulars of the main terms on which West Street Christian Fellowship employs

JOB TITLE

You are employed in two separate roles: Family Worker and Church Leader. The details of both roles are described above in this document.

PLACE OF WORK

You will normally be required to work based at West Street Christian Fellowship, West Street, Crewe CW1 3HE. You are not expected to work outside the UK

REMUNERATION

Your salary as of (start date) will be £15,000 per annum payable monthly by credit transfer as detailed on your pay statement

BENEFITS

Your position has the benefit of mileage allowance, payable at the current rate.

PENSION SCHEME

You are entitled to join the WSCF pension scheme. If you would like to benefit from this, and are not already a member, please speak with Ruth Grimshaw.

HOURS OF WORK

Your hours of work are as outlined below (which days you work, other than a Sunday, will be agreed in consultation with your line manager):

Role	Hours per week	Hours per year	Additional hours
Sunday children's work	6		
Mid-week	6		
The ARK		78 (36 – planning 42 – delivering)	
Leadership role	6		

HOLIDAY ENTITLEMENT

You will receive a total of 5 working weeks holiday allowance, plus bank holidays. Should you be required to work a bank holiday, another day can be taken in lieu.

This is calculated by pro-rating your holiday allowance with the hours worked per week. A full-time employee, working 37.5 hours per week, would be entitled to 5.6 weeks annual leave.



SICKNESS PAY & CONDITIONS

Details of sickness pay and conditions can be found in the Employee Handbook. If you do not have a copy and would like one, please advise.

NOTICE OF TERMINATION OF YOUR EMPLOYMENT

The amount of notice of termination of your employment you are entitled to receive is:

Length of service	Length of notice
Under 1 month	Nil
1 month but less than 5 years	1 month
5 years or more	1 week for each completed year of service to a maximum of 12 weeks after 12 years

The amount of notice you are required to give is:

Length of service	Length of notice
Under 1 month	Nil
1 month or more	1 month

CONTRACT DURATION

Your employment is permanent – subject to Notice of Termination above, and to general rights of termination under the law.

DISCIPLINARY RULES

The disciplinary rules which apply to you can be found in the Employee Handbook.

GRIEVANCE PROCEDURE

The Grievance Procedure can be found in the Employee Handbook.

Any amendments to this statement will be agreed with you and confirmed in writing within one month.

For and on behalf of West Street Christian Fellowship	Date

I acknowledge receipt of this statement and I accept this appointment on the terms and conditions stated above.

Employee	Date

Appendix 1:



<p>The ARK</p> <p>Primary age holiday club running at Christmas (1xday), Easter (1xday) and Summer (5x days)</p>	<ul style="list-style-type: none">• Ark Manager<ul style="list-style-type: none">○ Recruit and build a team of leaders, helpers and assistants○ Oversee/delegate the running of the database of children attending; contact parents and replying to problems and questions○ Group the children according to age and peer groups. Facilitate the planning and resourcing of the teaching alongside colleagues○ Plan the workshops and release and encourage others to take roles of responsibility○ Lead/delegate the worship and teaching during the Ark○ Manage the behaviour and discipline of the children○ Manage the safeguarding of children and leaders/helpers. Report incidents to safeguarding lead and discuss outcomes
<p>Super Sunday</p> <p>Missional Community currently running on first Sunday of every month</p>	<ul style="list-style-type: none">○ Communicate with families and invite others using WhatsApp group, Social media and email○ Encourage families to join the whole church for worship○ Facilitate and delegate set up, hospitality for new people, food prep for lunch○ Lead short thought during the session (an easily accessible Bible story or thought)○ Disciple any new members